

# City Contract Management System (CCMS)

## Subcontractor Training

International & Economic Development Department  
Small Business Office

2011

Version 1: 5/23/11

# Overview

CCMS is a web-based tool that provides:

- Contract compliance
- S/M/WBE Monthly Utilization Reports
- Online Audits

*B2Gnow is the software vendor providing and maintaining the system for the City of San Antonio*

# Benefits

- **No cost** to contractors
- Online reporting of subcontractor utilization
- Contractors can manage their own accounts
- Multiple user accounts for each contractor
- Substantial time savings for contractors & COSA staff
- Data is collected in a standard format

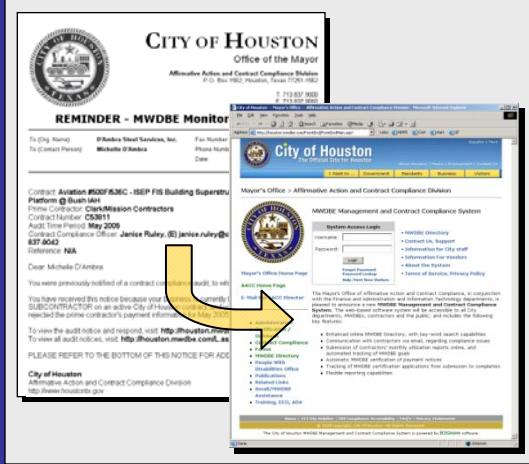
# Process

- Notification sent to Prime Contractor
  - Notification is sent by CCMS when COSA has made a payment to the Prime Contractor
  - Prime Contractor receives an email or fax advising them to login and report payments to Subcontractors
- Notification sent to Subcontractor
  - Notification is sent to Subcontractor after the Prime Contractor has entered Subcontractor payment information
  - Subcontractor receives an email or fax advising them to login and confirm or dispute the payment information reported by the Prime Contractor

# Contract Compliance Process

1

Prime notified by email and/or fax



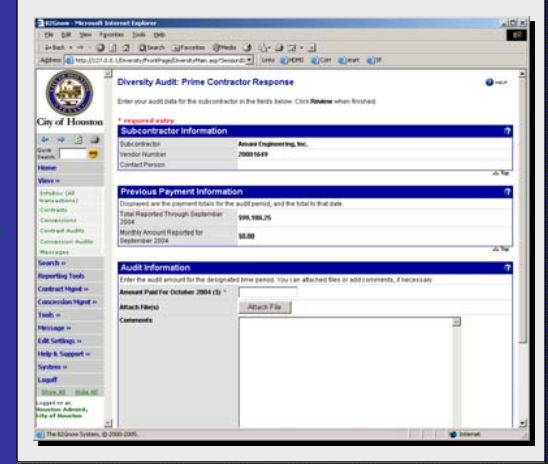
2

Prime logs into secure account



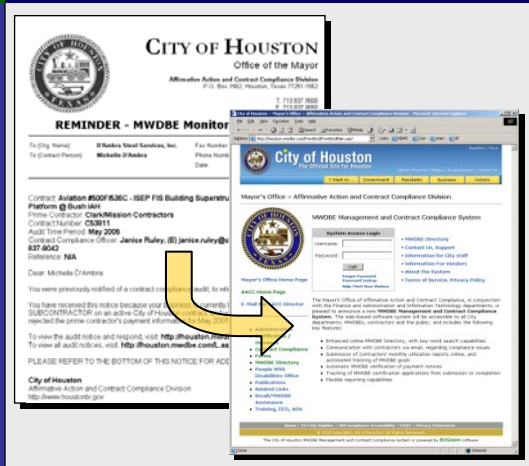
3

Prime enters payment data for subs



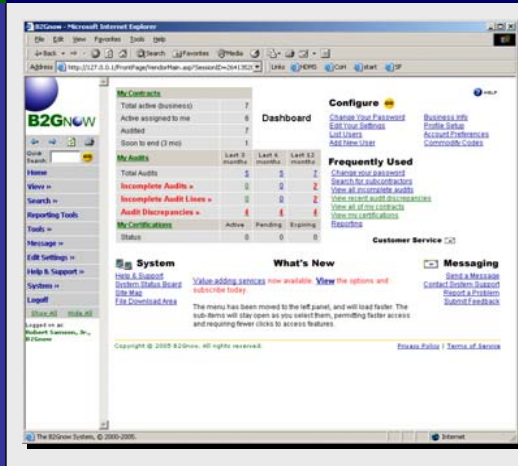
4

Subcontractor notified by email and/or fax



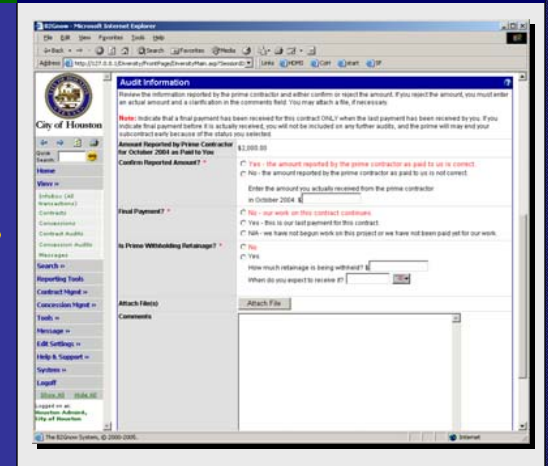
5

Subcontractor logs into secure account



6

Subcontractor confirms or rejects payment data



# Notes

- 1) Subcontractors currently listed in CCMS came from a submitted Utilization Plan approved by the International and Economic Development Department - Small Business Office.
- 2) New contract awards will be loaded automatically by COSA's financial system and Prime Contractors and Subcontractors will automatically receive notifications, via email or fax, from CCMS reminding all parties to login and report.

# CCMS Home Page

<http://sanantonio.sbeda.com>

# System Access

How do I login?

1. [www.sanantonio.gov](http://www.sanantonio.gov)
  - a) Highlight the *Doing Business With The City* drop-down tab located on the left of screen or the *Business* tab located on the upper left of the screen
  - b) Click on the tab titled *Contract Management System (CCMS)*

***Or***

- 1 Open the CCMS home page in your internet browser to:  
<http://sanantonio.sbeda.com>
2. In the System Access Login box, enter your username and password.
3. Click Login.

[www.sanantonio.gov](http://www.sanantonio.gov)

The screenshot shows the City of San Antonio official website. The top navigation bar includes links for **sa.Gov Home**, **Business**, **City Services**, **Departments**, **Government**, **Recreation**, **Residents**, and **Visitors**. On the left, a sidebar titled "I want to..." contains a list of services: Apply For ....., Check Status of ....., Do Business with the City ....., Find City Government Info ....., Find City Services & Info ....., Find Information About San Antonio ....., Pay For ....., Report ....., Request Help With ....., Visit ....., and Watch .....

A red arrow points from a yellow callout box to the "City Contract Management System" link in the sidebar. The callout box contains the text: "Click either drop-down tab to bring up the CCMS home page".

The main content area features a large banner for "YOU CAN DO COLLEGE San Antonio!" with the "cafécollege" logo. Below the banner, there is a section titled "What's Happening?" with a link to "San Antonio Open Government Records Request Center".

On the right side, there is a "Site Map | Text Only" link, the date "Thursday, May 12, 2011", and links for "Home", "E-Mail", "Print", and "Search". Below these are links for "311 - Request Info", "Emergency Info", "Newsletters & Alerts", and "San Antonio Events". At the bottom right, there is a "Stay Connected" section with links for Facebook and Twitter, and a "Popular Links" section with links for "SA International Airport", "Jobs - City Employment", and "San Antonio Public".

# System Access

## What is my username?

- ❖ Your username is your email address.

## What is my password?

- ❖ Your password is initially assigned to you. You must change it to something only you know the first time you login.

# System Access cont.

How do I change my password?

- 1) From the Edit menu, click Change Password.
- 2) In the Old Password field, type your old password.
- 3) In the New Password and Type New Password Again fields, type your new password.
- 4) Click Submit.
- 5) Your new password is effective immediately.

CITY OF SAN ANTONIO  
OFFICIAL WEBSITE  
INTERNATIONAL & ECONOMIC DEVELOPMENT

NOVATION BUSINESS

SAN ANTONIO  
DEEP IN THE HEART

TEDD Home Community Development Industry Development International Affairs Small Business Contact

Small Business ....  
Calendar of Events ....  
Articles, Reports, & Studies ....  
SBEDA Forms

San Antonio electronic Procurement System (SAePS)  
All vendors and suppliers interested in doing business with the City must register in SAePS.

SAePS  
San Antonio Electronic Procurement System

### City of San Antonio Contract Management System

1.

Home/Login

#### System Access Login

Username:

Password:

Login

[Forgot Password Account Lookup](#)

- Find a Certified Firm
- Contact Us & Support
- Information for City staff
- About the System

The International & Economic Development Department welcomes you to the **City of San Antonio's Contract Management System (CCMS)**. CCMS includes the following key features:

- Automated communication with prime and subcontractors via email regarding compliance and resolution issues
- Submission of contractors' monthly utilization reports online and automated tracking of Small Business Economic Development Advocacy (SBEDA) Program subcontracting goals
- Automatic verification of revenues and expenditures
- Flexible reporting capabilities

2.

1. Remember: 'Username' is always your email address

2. If you forgot your password, click on [Forgot Password](#), enter your email address and your password will be emailed to you.

Address http://sanantonio.sbeda.com/FrontPage/VendorMain.asp?SessionID=67292137834612218573472617114275 Go Links >>

Google Go Bookmarks 1 blocked Check AutoLink AutoFill >> Settings Help

**B2Gnow**

Quick Search:

Home  
View >>  
Search >>  
Message >>  
Edit Settings >>  
Help & Support >>  
System >>  
Logoff  
[Show All](#) [Hide All](#)

Logged on as:  
**Kelly Gist,**  
E-Z Bel Construction  
Company, Inc,

## Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize your

### Security

- » Change your password immediately if someone else set up your account.
- » Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

### Navigating

- » All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- » The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned records, and identifies if immediate action is required.

### Finding Records

- » If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below.

### Help & Support

- » Download the support guide in PDF format - [Download Support Guide](#).
- » More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

**1.** ☐ Do not show this page again.

**2.**

[Customer Service](#)  
Copyright © 2006 B2Gnow. All rights reserved.

[Home](#) | [Help](#) | [Print This Page](#)

The B2Gnow System, © 2000-2006. Internet

If you do not wish to continue receiving the Welcome message, (1.) check the box and click Continue (2.).

# Home Page

**B2Gnow**

Home

View »

Search »

Message »

Edit Settings »

Help & Support »

System »

Logoff

Show All Hide All

Logged on as:  
Ayten Cibildak,  
Bain Medina Bain, Inc

**My Contracts**

Total active (business)	3
Active assigned to me	0
Audited	3
Soon to end (3 mo)	2

**My Contract Audits**

	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	0	6
Incomplete Audits »	0	0	6
Incomplete Audit Lines »	0	0	6
Audit Discrepancies	0	0	0

**My Concessions**

**My Certifications**

	Active	Pending	Expiring
Status	0	0	0

**Configure** GO

[Change Your Password](#)

[Edit Your Settings](#)

[List Users](#)

[Add New User](#)

[Submit Questionnaire](#)

[Business Info](#)

[Profile Setup](#)

[Contacts](#)

[Commodity Codes](#)

**Frequently Used**

[Change your password](#)

[Search for subcontractors](#)

[View all incomplete audits](#)

[View recent audit discrepancies](#)

[View all of my contracts](#)

[View my certifications](#)

**Customer Service**

**Messaging**

[Send a Message](#)

[Contact System Support](#)

[Report a Problem](#)

[Submit Feedback](#)

**What's New**

>>> NEW: [User Training Manual](#) for the system in PDF format.

>>> Download the latest [Quick Guide](#) in PDF format.

**1.**

**2.**

[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

© 2005 City of San Antonio. All rights reserved.

1. [User Training Manual](#) is an additional training resource
2. To print, click [Print This Page](#) at the bottom of each screen.

# Look up your contract

The screenshot shows the B2GNow web application interface. A yellow box with the number '1.' points to the 'View »' link in the left-hand menu bar. Another yellow box with the number '2.' points to the 'My Contracts' link in the same menu bar. The main content area displays a 'My Contracts' table with the following data:

My Contracts			
Total active (business)			3
Active assigned to me			0
Audited			3
Soon to end (3 mo)			2

Below this table is a 'My Contract Audits' table with columns for 'Last 3 months', 'Last 6 months', and 'Last 12 months'. The data rows are:

My Contract Audits	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	0	6
Incomplete Audits »	0	0	6
Incomplete Audit Lines »	0	0	6
Audit Discrepancies	0	0	0

Further down are sections for 'My Concessions', 'My Certifications', and 'System'. The 'System' section includes links for 'Help & Support' and 'System Status Board'. The 'What's New' section contains two announcements: 'NEW: User Training Manual for the system in PDF format.' and 'Download the latest Quick Guide in PDF format.' The right-hand side of the page features a 'Configure' section with links like 'Change Your Password' and 'List Users', a 'Frequently Used' section with links like 'Change your password' and 'Search for subcontractors', and a 'Messaging' section with links like 'Send a Message' and 'Contact System Support'. The footer includes a 'Customer Service' link, a copyright notice for 2008 B2Gnow, and navigation links like 'Home', 'Help', and 'Print This Page'.

1. Click 'View' on the menu bar.
2. Click My Contracts.

# Vendor Console: Contracts

**B2Gnow**

**Vendor Console: Contracts**

Business Name: **Bain Medina Bain, Inc.**

[Main](#) [General Info](#) [Profile](#) [Users](#) [Commodities](#) [Contacts](#) [Certifications](#) [Contracts](#) [Concessions](#) [Workforce Comp](#) [Questionnaires](#)

Listed below are the contracts to which this vendor is assigned.

### Contracts as Prime Contractor

Contract Number	Contract Title	Amount	Dates	Actions
No contracts assigned as a prime contractor.				

### Contracts as Subcontractor

Contract Number	Contract Title	Subcontract Percent	Prime	Actions
4600004792	Architectural Indefinite Delivery Services (4 incomplete subcontractor line items)	1.00%	Beaty & Partners Architects, Inc.	<a href="#">View</a>
4600004451	Levi Strauss Facility HQ (1 incomplete subcontractor line items)	6.00%	Beaty & Partners Architects, Inc.	<a href="#">View</a>
4600001883	Regional Youth Sports Facilities (1 incomplete subcontractor line items)	15.00%	Rialto Studio, Inc.	<a href="#">View</a>
4600000550	Project Mgmt for Terminal Expansion (3 incomplete subcontractor line items; 1 discrepancies)	11.00%	Carter & Burgess, Inc.	<a href="#">View</a>

Logged on as: **Ayten Cibildak, Bain Medina Bain, Inc.**

[Customer Service](#) [Home](#) [Help](#) [Print This Page](#) [Print To PDF](#)

Copyright © 2008 B2Gnow. All rights reserved.

1. Sample vendor is not a Prime Contractor of a contract .
2. However, sample vendor is a Sub-contractor on several contracts.
3. Click [View](#) to open contract.

## Contract Management

HELP VIDEO HELP

Contract 00291160-001: "Regional Youth Sports Facilities".

[Refresh Page](#)

### Contract Information

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001
Start Date	10/18/2004
End Date	12/13/2007
Maximum Value	\$530,770.00
Contract Compliance Officer	Ayten Cibildak

1.

### User Assignment

Contract Type	(Sub) Contract Percent	Contact Person	Diversity Audit Required
Subcontractor	15.000%	Kay Whitesell	Yes

### Audit History

Audit Number	Date Posted	Audit Period	Actions
00291160-005	5/7/2007 11:23:42 AM CDT	April 2007	<a href="#">View Audit</a>
00291160-004	3/6/2007 12:30:55 PM CST	February 2007	<a href="#">View Audit</a>
00291160-003	1/19/2007 4:22:27 PM CST	December 2006	<a href="#">View Audit</a>
00291160-002	9/22/2006 8:45:23 AM CDT	August 2006	<a href="#">View Audit</a>

2.

### Contract Status & Actions

	Status	Actions	Previous Transactions
Contract	Open	<a href="#">View Contract</a>	
Contract Amendments			None
Contract Extensions/Shortenings			None
Suspensions			None
Cancellations			None

1. To change 'User Assignment', click drop-down menu under 'Contact Person' to select another user in your organization.

Note: To add users, see page 12 of the [User Training Manual](#).

2. 'Audit History' provides a list of 'Audit Periods'. An 'Audit Period' is generated when a payment is made by the Prime Contractor to the Sub-contractor. Click [View Audit](#) to confirm or dispute the Prime Contractor's payment entry per 'Audit Period'.

## Contract Audit: Audit Notice

? HELP VIDEO HELP

This is an audit notice for the contract listed below. Click the **View/Submit Response** button to view or respond to this audit.

View/Submit Response

2.

### Contract Information

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	<a href="#">00291160-001</a>

### Audit Information

Audit Number	00291160-004
Date & Time Posted	Local: 3/6/2007 12:30:55 PM CST System: 3/6/2007 12:30:55 PM CST
Time Period	February 2007
Date Response Due	3/31/2008 (60 days from today)
Comments	

1.

### Contract Compliance Officer Information

Contact Person	<a href="#">Ayten Cibildak</a>
Organization	City of San Antonio
User Number	<a href="#">30000068-028</a>

### Buyer Information

Contact Person	<a href="#">Rocky Duque de Estrada</a>
Organization	San Antonio Parks & Recreation Department
User Number	<a href="#">10000442-014</a>

1. This particular 'Audit Notice' is for February 2007.
2. Click [View / Submit Response](#) to respond to the audit.

# View / Submit Response

(scroll down)

Always:

1st Review

2nd Save

1. Click View Payment History for an overview of payments made to your organization on the contract.

**Contract Audit: Subcontractor Response**

This contract compliance audit requires that the amount reported by the prime contractor on this contract be confirmed or rejected and click Review.

[View Payment History](#) ← **1.**

**\* required entry**

**Prime Contractor Information**

Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.

Prime Contractor	Rialto Studio, Inc.
Vendor Number	20018800
Contact Person	

**Prime Payment Information**

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

Amount Paid TO Prime for February 2007	\$18,103.87 by City of San Antonio to Rialto Studio, Inc.
Date Paid TO Prime	2/28/2007

**Previous Payment Information Reported by Prime Contractor**

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

**Note:** Indicate that a final payment has been received for this contract ONLY when the last payment has been received by you. If you indicate received, you will not be included on any further audits, and the prime will may end your subcontract early because of the status you select.

Total Through December 2006	\$0.00
Paid Amount for December 2006	\$0.00
Paid Amount for February 2007	\$10.00
Total Through February 2007	\$10.00

Payment Detail

[View Payment History](#)

2. Payment reported by Prime Contractor.
3. 'Confirm Reported Amount' by clicking 'Yes'. Dispute the amount by clicking 'No' and enter the correct amount.
4. Click 'Yes' or 'No' if payment is 'Final Payment'.
5. Click 'Yes' or 'No' if Prime Contractor is withholding retainage.
6. Provide comments, if necessary.
7. Click Review.

**Audit Information**

Amount Reported by Prime Contractor for February 2007 as PAID to You \$10.00 ← **2.**

Confirm Reported Amount? \*

☒ Yes - the amount reported by the prime contractor as PAID to us is correct. ← **3.**

☐ No - the amount reported by the prime contractor as paid to us is not correct. ← **4.**

Enter the amount you actually received from the prime contractor in February 2007: \$

Final Payment? \*

☒ No - our work on this contract continues. ← **5.**

☐ Yes - this is our last payment for this contract. ← **6.**

☐ N/A - we have not begun work on this project or we have not been paid yet for our work.

Is Prime Withholding Retainage? \*

☒ No ← **7.**

☐ Yes

How much retainage is being withheld? \$

When do you expect to receive it?

Attach File(s) [Attach File](#)

Comments

testing purposes

[Spell Check](#) [Review](#) [Cancel](#)

## Contract Audit: Subcontractor Response Review

? HELP VIDEO HELP

Review the audit response and click **Save**. If you need to make a change, click any of the blue **Edit** buttons.

### Audit Information

Edit

Audit Number	00291160-004
Audit Time Period	February 2007
Contract Number	4600001883
Contract Title	Regional Youth Sports Facilities
B2Gnow Reference Number	00291160-001

### Prime Contractor Information

Edit

Business Name	Rialto Studio, Inc.
Vendor Number	20018800

### Data Reported

Edit

Paid Amount for February 2007 Reported by Prime Contractor	\$10.00
Confirmed?	Yes
Final Payment?	No
Retainage Withheld?	No
Comments	testing purposes

Edit Save Cancel

1. Click Save.

To send yourself an email / fax confirmation notification, click on [Send Yourself Confirmation Notification](#)

**Contract Audit: Subcontractor Response Submitted**

The audit response has been saved. Click one of the buttons to continue.

[View Audit Response](#) [Return To Audit Notice](#)

[View ALL Audits](#)

Confirmation Number	139348
Confirmation Type	Subcontractor audit response of Contract 4600001883 for February 2007 audit period.
User	Ayten Cibildak
Time Stamp	1/31/2008 4:43:41 PM

[Send Yourself Confirmation Notification](#)

Do you have a spare minute?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your processes. If you have a spare minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

**Customer Service**  
Copyright © 2008 B2Gnow. All rights reserved.

**Contract Audit: Subcontractor Response Submitted**

The audit response has been saved. Click one of the buttons to continue.

[View Audit Response](#) [Return To Audit Notice](#)

[View ALL Audits](#)

Microsoft Internet Explorer

A confirmation notification has been sent to you.

OK

Do you have a spare minute?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your processes. If you have a spare minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

The audit response for the Audit Period is complete.

# Working on Your Incomplete Audits Directly From the Home Page

**B2Gnow**

Home  
View »  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Concession Audits  
My Outreach  
Messages  
Search »  
Message »  
Edit Settings »  
Help & Support »  
System »  
Logoff  
Show All Hide All

Logged on as:  
Ayten Cibildak,  
Bain Medina Bain, Inc.

**My Contracts**

Total active (business)	3
Active assigned to me	0
Audited	3
Soon to end (3 mo)	2

**My Contract Audits**

	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	0	6
<b>Incomplete Audits »</b>	0	0	6
<b>Incomplete Audit Lines »</b>	0	0	6
Audit Discrepancies	0	0	0

**My Concessions**

**My Certifications**

	Active	Pending	Expiring
Status	5	0	0

**Configure** GO

[Change Your Password](#)  
[Edit Your Settings](#)  
[List Users](#)  
[Add New User](#)  
[Submit Question](#)

**Frequently Asked Questions**

[Change your password](#)  
[Search for subcontractors](#)  
[View all incomplete audits](#)  
[View recent audit discrepancies](#)  
[View all of my contracts](#)  
[View my certifications](#)

**Customer Service** [icon]

**System**

[Help & Support](#)  
[System Status Board](#)

**What's New**

>>> NEW: [User Training Manual](#) for the system in PDF format.  
>>> Download the latest [Quick Guide](#) in PDF format.

**Messaging**

[Send a Message](#)  
[Contact System Support](#)  
[Report a Problem](#)  
[Submit Feedback](#)

**Customer Service**

Copyright © 2008 B2Gnow. All rights reserved.

Home | Help | Print This Page | Print To PDF

Red indicates an action should be taken.

1. Click on the red number located on the 'Incomplete Audits' row.

## Working on Your Incomplete Audits Directly From the Home Page cont.

### Vendor Control Panel: Contract Audits

[Messages](#)
[Contract Audits](#)
[Concession Audits](#)
[Outreach](#)

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

[Show ALL Incomplete Audits](#)

1 - 11 of 11 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page 20

To **resort** click on column title. To **filter** click on the drop down menu. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization
<span>All</span>	<span>Last 12 mos</span>	<span>All</span>	<span>All</span>
<a href="#">Incomplete (1)</a>	April 2007	Regional Youth Sports Facilities	City of San Antonio
<a href="#">Incomplete (1)</a>	April 2007	Levi Strauss Facility HQ	City of San Antonio
<a href="#">Incomplete (1)</a>	April 2007	Architectural Indefinite Delivery Services	City of San Antonio
<a href="#">Incomplete (1)</a>	March 2007	Project Mgmt for Terminal Expansion	City of San Antonio
<a href="#">Incomplete (1)</a>	March 2007	Architectural Indefinite Delivery Services	City of San Antonio
<a href="#">Audit complete</a>	February 2007	Regional Youth Sports Facilities	City of San Antonio
<a href="#">Incomplete (1)</a>	February 2007	Project Mgmt for Terminal Expansion	City of San Antonio
<a href="#">Audit complete</a>	February 2007	Levi Strauss Facility HQ	City of San Antonio
<a href="#">Audit complete</a>	February 2007	Architectural Indefinite Delivery Services	City of San Antonio
<a href="#">Audit complete</a>	January 2007	Project Mgmt for Terminal Expansion	City of San Antonio
<a href="#">Audit complete</a>	January 2007	Architectural Indefinite Delivery Services	City of San Antonio

[Customer Service](#)

Copyright © 2008 B2Gnow. All rights reserved.

[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

## Working on Your Incomplete Audits Directly From the Home Page cont.

**Contract Audit: Audit Notice** HELP VIDEO HELP

This is an audit notice for the contract listed below. Click the **View/Submit Response** button to view or respond to this audit.

[View/Submit Response](#)

**Contract Information** ?

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	<a href="#">00291160-001</a>

**Audit Information** ?

Audit Number	00291160-004
Date & Time Posted	Local: 3/6/2007 12:30:55 PM CST System: 3/6/2007 12:30:55 PM CST
Time Period	February 2007
Date Response Due	3/31/2008 (60 days from today)
Comments	

**Contract Compliance Officer Information** ?

Contact Person	<a href="#">Ayten Cibildak</a>
Organization	City of San Antonio
User Number	<a href="#">30000068-028</a>

**Buyer Information** ?

Contact Person	<a href="#">Rocky Duque de Estrada</a>
Organization	San Antonio Parks & Recreation Department
User Number	<a href="#">10000442-014</a>

1. Click [View / Submit Response](#) to respond to the audit.

# Working on Your Incomplete Audits Directly From the Home Page cont.

**Contract Audit: Subcontractor Response** HELP VIDEO HELP

This contract compliance audit requires that the amount reported by the prime contractor on this contract be confirmed or rejected. Fill in the form and click **Review**.

[View Payment History](#)

**\* required entry**

**Prime Contractor Information** ?

Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.

Prime Contractor	Rialto Studio, Inc.
Vendor Number	20018800
Contact Person	

**Prime Payment Information** ?

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

Amount Paid TO Prime for February 2007	\$18,103.87 by City of San Antonio to Rialto Studio, Inc.
Date Paid TO Prime	2/28/2007

**Previous Payment Information Reported by Prime Contractor** ?

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

**Note:** Indicate that a final payment has been received for this contract ONLY when the last payment has been received, you will not be included on any further audits, and the prime will may end your subcontract early.

Total Through December 2006	\$0.00
Paid Amount for December 2006	\$0.00
Paid Amount for February 2007	\$10.00
Total Through February 2007	\$10.00
Payment Detail	

[View Payment History](#)

**Audit Information** ?

Amount Reported by Prime Contractor for February 2007 as PAID to You	\$10.00
Confirm Reported Amount? *	<input checked="" type="radio"/> Yes - the amount reported by the prime contractor as PAID to us is correct. <input type="radio"/> No - the amount reported by the prime contractor as paid to us is not correct. Enter the amount you actually received from the prime contractor in February 2007: \$ <input type="text"/>
Final Payment? *	<input checked="" type="radio"/> No - our work on this contract continues. <input type="radio"/> Yes - this is our last payment for this contract. <input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.
Is Prime Withholding Retainage? *	<input checked="" type="radio"/> No <input type="radio"/> Yes How much retainage is being withheld? \$ <input type="text"/> When do you expect to receive it? <input type="text"/> <input type="button" value="DROP"/>
Attach File(s)	<input type="button" value="Attach File"/>
Comments	<div>testing purposes</div>

[Spell Check](#) [Review](#) [Cancel](#)

Follow process outlined previously in training document.

# Additional Process

## 1) Dispute Resolution

- ❖ CCMS provides a forum for Prime Contractors and Subcontractors to resolve payment disputes
- ❖ If unresolved, COSA managing department representative will become involved to help facilitate resolution

# System Access cont.

How do I log out?

- 1) From the left menu, at the bottom, click Log Off.
- 2) Click OK in the pop-up alert.

# System Access cont.

What do I do if I forget my password?

- 1) Open the CCMS home page in your Internet browser.
- 2) In the System Access Login box, click the Forgot Password link.
- 3) Enter your email address in the field and click Submit.
- 4) An email and/or fax username/password reminder will be sent to you within minutes.

# System Access cont.

What types of software are needed to access the system?

All you need to access the system is a standard Internet browser. The latest versions of Microsoft Internet Explorer, Opera and Mozilla Firefox are all sufficient.

Internet Explorer works best.